

OL/FMD WEEKLY REPORT
PERIOD ENDING 10 AUGUST 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

25X1 a. Status of South Side Chilled Water Lines: No change.
25X1 FMD has requested capability statements from two additional A-E firms. The statements are due on 15 August. [redacted]

25X1 b. Parking and Traffic Management: A traffic count at all three gates on the Headquarters compound is scheduled for the week of 15 August. Also, commencing 15 August, carpool promotion posters will be posted. FMD is producing a brief video for use at EOD briefings to explain parking regulations and to promote shared ridership. [redacted]

25X1 c. Cafeteria Expansion Project: On 5 August, the Contracts Staff, FMD/OL, issued Invitation for Bids (IFB) for the Cafeteria Expansion Phases II and III. Phase II will provide a Fastfood Court with seven sales booths, 400 seats, new refrigerators, a new mechanical equipment penthouse, and expanded Credit Union field accounting offices. Phase III will enclose two courtyards, provide a new serving line, and provide 550 more seats. Two contracts will be issued - one for Phase II (FY88 funds) are one for Phase III (FY89 Funds). Both contracts will be issued to the same contractor because the work is technically interlocked. The bids are due 1 September. [redacted]

25X1 d. Backfill Project: On 1 August, the Contracts Staff, FMD/OL, completed negotiations with RTKL Associates to acquire design packages for the Survey and Design of Swing Spaces A and C, and the design of utility closets to house electrical equipment. The design packages are part of the Headquarters Backfill Program. The contractor proposed a total amount of \$455,000 for all 3 design packages. The negotiated price for all 3 projects is \$319,000. [redacted]

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25X1 e. Support to Agency Ceremonies: The committee for the
Federal Women's Program, chaired by [] held two meetings
to discuss the upcoming symposium, "Looking Ahead: New Rules--New
Roles," scheduled for 23 August. Attendance has been estimated at
25X1 approximately 1,100. Support will be provided by GSI, Allied,
Office of Security, Protocol, and FMD. []

f. New Headquarters Building (NHB):

(1) On 5 August, the Contracts Staff, FMD/OL, opened
bids from three companies for the renovations to Room 2V35 in the
North Tower, NHB. At the preconstruction conference on 8 August, a
contract in the amount of \$11,840 was issued to Universal
25X1 Craftsmen, Incorporated. The renovations are being accomplished
for the Office of Information Technology. []

(2) Gillis & Cotting Company continues to renovate
the Office of Technical Service (OTS) area on the ground floor,
areas A, B, and C, NHB. Construction began 1 February and is
approximately 99% complete. Remaining work is to modify Honeywell
25X1 control system to activate redundant fans and damper controls.
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g. Jogging Track Project: Long Fence continues to
install the fence along the Agency's boundary line. Fence
installation has been completed behind the homes on Savile Lane.
25X1 To date there have been no problems with the homeowners. []
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h. Allied and FMD personnel continue to monitor the
humidity in the OTS area of NHB. On 3 August, FMD recorded 53% in
the paper storage room. 52% in the Bindery, and 48% in the press
25X1 room. []

i. Operations, FMD/OL, reports a drainage problem on a
portion of the sewage system. The problem may be caused by
construction debris during the construction of NHB and Allied has
attempted to dislodge the blockage. It will take several more
25X1 weekends before work will be completed. []

j. Significant Component Move Support:

(1) Preparations are being made to dispose of
additional chemicals found 5 August at the South and Headquarters
Buildings for OTS and to PTI the remaining heavy equipment.
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(2) On 5 and 6 August, BSB moved OC/MPO (Project Mercury) [redacted] The move was very well organized by OC/MPO personnel. This move consisted of a total of five (5) tractor trailer loads and 10 straight body truck loads. [redacted]

(3) On 8 August, BSB commenced moving the Office of Scientific and Weapons Research (OSWR) from the Original Headquarters Building to the New Headquarters Building. BSB will move approximately 50 percent of OSWR and will PTI about one-third of the furniture. The OSWR move will consist of approximately 1500 boxes (mostly classified material), wood furniture, and Conservafiles. There are also three weekends of equipment moves for OSWR from 5 through 21 August. [redacted]

k. Significant Meetings with Officers Outside OL:

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(1) On 4 August, representatives from Mail & Courier Branch, FMD/OL met with the Chief of the fifth floor, North Tower, NHB Information Service Center (ISC), OIT. This ISC is scheduled to come on line effective 15 August 1988. This meeting solidified M&CB support procedures to accommodate the opening of that ISC and the subsequent relocation of OSWR offices from Original Headquarters Building to New Headquarters Building. [redacted]

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(2) On 4 August, the Deputy for Services and the Chief, Mail & Courier Branch, FMD/OL, held discussions with representatives from DO/IMS/Information Services Branch (ISB) regarding the upcoming deactivation of the tube system and the DO's concerns relative to the moving cable traffic throughout the Headquarters Building in a timely manner. ISB is preparing a requirements paper for M&CB to consider before exploring options related to the capability to quickly and efficiently move these types of time critical documents. Further discussions regarding DO's concerns in this area will follow. [redacted]

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1. Renovation to 2C29/2C43 OHB for DO/CIC: A quick start memo was sent to Allied on 2 August to renovate approximately 3,300 square feet of office space for the Counterintelligence Center with a required completion date of 29 August. [redacted]

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m. Significant Customer Service Efforts: On 4 August, representatives from the Mail & Courier Branch (M&CB), FMD/OL, and the Printing & Photography Group (P&PG), OL, met to discuss requirements for the movement of P&PG products to customers. This meeting was the crucial step in promoting P&PG's understanding of M&CB's capabilities relative to timely processing of material and M&CB's role in the delivery of publications originating at Foreign Broadcast Information Service (FBIS). [redacted]

3. Upcoming Events:

On 11 August, the Office of Personnel will hold its first meeting to discuss the 1988 Visitation Day, scheduled for 1 October. FMD representatives will be attending. [redacted]

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4. Management Activities and Concerns:

All FMD supervisors attended the sexual harassment briefings on 9 August. [redacted]

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[redacted] Chief
Facilities Management Division